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NGB-ARH

1 June 2009

MEMORANDUM FOR The Adjutants General of all States, Puerto Rico, the US Virgin Islands, Guam, and the Commanding General of the District of Columbia

SUBJECT: Guidance for Full-Time National Guard Duty Mobilization Augmentee (FTNGDMA) Duty (NGB-ARH Policy Memo #09-009)

1. References:

- a. Ronald W. Reagan National Defense Authorization Act for Fiscal Year 2005 (NDAA FY 2005), effective 28 October 2004.
- b. Title 10, United States Code, "Armed Forces."
- c. Title 32, United States Code, "National Guard."
- d. Memorandum, SAMR-PO, 21 February 2008, subject: Policy for Management of Reserve Component Soldiers on Active Duty for Operational Support and Full-Time National Guard Duty for Operational Support.
- e. Memorandum, USD, 29 January 2007, subject: Operational Support Duty-Update.
- f. Memorandum, NGB-J1, 14 January 2008, subject: (All States Log Number P08-0001) Guidance for Members Performing Duty under the Authority of Title 32 U.S.C. Sec 502 (f).
- g. Memorandum, NGB-ARH, 21 April 2006, subject: (NGB-ARH Policy 06-023) Guidance for Full-Time National Guard Duty (FTNGD) for Operational Support (FTNGD-OS) Performed Pursuant to 32-USC §502 (f)(2), other than Active Guard and Reserve (AGR) Duty.

2. Purpose. This policy guidance is effective the date of this memorandum. The policy establishes, assigns responsibilities for, and prescribes procedures that govern the FTNGDMA program in support of the Army National Guard (ARNG) Directorate.

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3. Definitions:

a. Operational Support (OS) is a category of voluntary duty that includes Active Duty for Operational Support (ADOS) (with several subcategories) and Full Time National Guard Duty for Operational Support (FTNGD-OS).

b. Active Duty for Operational Support is an authorized voluntary tour of active duty performed pursuant to 10 USC §12301(d) (other than Active Guard Reserve (AGR) duty), and it includes the following: active duty for training (ADT) performed at the request of an organizational or operational commander; active duty or ADT performed as a result of reimbursable funding; funeral honor duty performed while not in an inactive duty status; and active duty performed by members of the Retired Reserve who do not receive regular retired pay.

c. Full Time National Guard Duty Mobilization Augmentee is an authorized voluntary tour of FTNGD performed pursuant to 32 USC §502(f) (2) (other than AGR, drug interdiction, and counterdrug duties), and it includes the following: FTNGD for training performed at the request of an organizational or operational commander; FTNGD performed as a result of reimbursable funding; and funeral honor duty performed while not in an inactive duty or active duty status. The FTNGDMA tours are a form of FTNGD-OS.

d. The FTNGDMA is an authorized voluntary tour of FTNGD-OS performed pursuant to 32 USC §502(f) (2) (other than AGR, drug interdiction, and counterdrug duties). The purpose of the FTNGDMA program is to provide manpower during periods of mobilization, specifically to perform unit full-time support rear detachment functions for those units requiring additional full-time support due to the global war on terrorism. Mobilization augmentees should not perform unit transformation duties.

e. The term FTNGD-OS replaces Full Time National Guard Duty (FTNGD), formerly known as FTNGD for Special Work (FTNGDSW).

4. Applicability.

a. This policy applies to ARNG Soldiers currently serving on FTNGDMA tours, tour renewals, and new tours subsequent to 28 October 2004 under 32 USC §502(f), except where noted.

b. This policy is not written for Soldiers serving on 10 USC §12301(d), although time performed under ADOS orders does combine with time performed under

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FTNGD-OS orders toward accountability limits of operational support. The Operations Division (NGB-ARO) is the proponent for ADOS-RC.

5. The FTNGDMA Policy:

a. The FTNGDMA personnel are substitutes for AGR personnel who have been mobilized. These Soldiers perform full-time duty under 32 USC §502(f) to provide manpower during periods of mobilization. The key to the success of this program is complete visibility of what the ARNG mobilization offset is during the fiscal year and the States' abilities to accurately depict which Soldiers have been mobilized and for how long. It is imperative that all States stay within the vouchered strength in order to provide equitable participation by all States. The FTNGDMA personnel may remain assigned to their traditional units of assignment for the duration of period of duty or may be reassigned to the units where the FTNGDMA is being performed.

b. States/Territories that exceed their authorized AGR end strength will not utilize FTNGDMAs, to include hiring AGR personnel against programmed losses as authorized by the following Department of the Army Personnel Policy Guidance (PPG):
[http://www.armyg1.army.mil/Military Personnel/ppg.asp](http://www.armyg1.army.mil/Military%20Personnel/ppg.asp).

(1) States are allowed to hire the augmentees who, regardless of grade, best meet the missions, provided the State stays within the available cost savings amount. Mobilization (MOB) Savings Dollars may be decreased whenever a mobilized soldier returns earlier than anticipated or increased when a soldier is extended longer than initially expected. The accrued Mobilization Savings are not carried forward to the next month.

(2) Each day's unspent dollars are decremented from the State for the MOB AUG program to use. NGB-ARM reserves the right to change the ratio of mobilized soldiers to augmentees as the fiscal year progresses, depending upon the availability of funds.

(3) Augmentees can be promoted during their tour. The database does not automatically recalculate the additional costs associated with this. Instead, AGR managers are responsible for notifying NGB-ARM of a Soldier's rank/grade change so the actual costs are adjusted.

(4) The FTNGDMA Soldiers should be encouraged to use all accrued leave during the duration of their orders. Supervisors must manage the leave of their Soldiers to allow FTNGDMA soldiers to use all accrued leave during this period.

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c. The authorized backfill is one FTNGDMA for the cost savings of every three mobilized AGR Soldiers (1:3). This may change as the fiscal year progresses and financial positions change.

d. The FTNGDMA tours are limited in duration. The Full Time Support Management Control System (FTSMCS) determines the mobilization savings cost of three mobilized AGRs for one mobilization augmentee (1:3 dollar ratio) and allows the State the flexibility to hire as many augmentees for the necessary timelines, not to exceed the available amount in the State Mobilization Augmentee Account at FTSMCS. The FTNGDMA Soldiers will be encouraged to use all accrued leave during the duration of their orders.

e. The FTNGDMA personnel may use AGR travel funds for any required mission travel they must perform.

f. Requests for FTNGDMA personnel will be executed through FTSMCS within NGB-ARM using the "Mobilization Augmentee Request" form.

g. Human Resource Officers (HROs) must ensure that electronic copies of mobilization orders are uploaded into the FTS Mobilization Status Report Database in order to establish resourcing audit trails for all mobilized AGR Soldiers. These documents will be used to identify the specific sums of dollars the States will have received to support the mobilization augmentees. The information will also be used to validate charges against the AGR account that will be input through DFAS to maximize utilization of the mobilization offsets.

h. To receive the authority to place Soldiers in FTNGDMA status, HROs must coordinate with NGB-ARM. Soldiers placed in this status prior to NGB-ARM approval will not be funded.

i. The NGB-ARM will maintain a "by-name" list of Soldiers placed in FTNGDMA status. The list will contain the inclusive dates of the tours.

j. The fund cite and Type Duty Code for FTNGDMA orders will be provided with the NGB-ARM approval memorandum. NGB-ARM will calculate the required funding for the FTNGDMA, withdraw it from the open allotment account, and have NGB-ARC send the funding accounting document to the state.

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k. The active status program designator code of "F" will be used to identify FTNGDMAs in the Standard Installation/Division Personnel System (SIDPERS). The code of "4" will not be used. Code "4" is used for Title 10 AMEDD recruiters and AGRs, and mistakenly using this code will cause their pay to be taken out of DJMS-AC and skew AGR strength reporting.

l. Military technicians (dual or non-dual status) are not eligible for FTNGDMA tours.

m. All States must review the Mobilization Status Report to ensure that all Soldiers in the system have attached mobilization orders. Upon demobilization, copies of the orders placing the Soldiers back on AGR status are required to be uploaded into the mobilization database.

n. Upon release from active duty (REFRAD), NGB-ARM recommends that all mobilized AGRs remain in T10 status for the duration of any planned leave.

6. Approval Authority.

a. The Plans, Operations, and Training Officer (POTO) is the budgetary approval authority for all tours for FTNGDMA. Funding requests for the approval of tours will be sent through command and/or staff agency channels to the POTO.

b. The HRO or State-directed agency is the approval authority for FTNGDMA personnel issues. The HRO or State directed agency will validate tour packets and maintain internal control measures for the FTNGD-OS program.

c. The State Surgeon is the final approval authority within a State when medical issues arise for FTNGDMA.

d. The DARNG is the approval authority for Soldiers to fill against validated FTNGDMA requirements when the Soldiers will reach 18 years of active Federal service during the projected periods of duty. Such Soldiers will qualify for "Active Duty Sanctuary" under provisions of 10 USC §12686, and their requests for FTNGDMA orders or extensions must be submitted through NGB-ARH to the DARNG for consideration.

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7. Eligibility Requirements.

A Soldier must meet the following requirements to apply for FTNGDMA tours:

- a. The Soldier must be a member of the Army National Guard.**
- b. The Soldier must meet the Army medical retention standards IAW chapter 3, AR 40-501 and outlined in this policy.**
- c. The Soldier must not be within 6 months of mandatory removal or expiration of term of service on the report date of the tour, unless waived by his or her State's Adjutant General (AG).**
- d. The Soldier must not be able to qualify for sanctuary as a result of the operational support order unless a waiver is applied for through NGB-ARH and approved by the DARNG prior to the issuance of the order.**
- e. The Soldier must not be placed on orders that will qualify him or her for separation pay as a result of the duty unless a waiver is applied for through NGB-ARH and approved by the DARNG prior to the issuance of the order.**
- f. The Soldier must not be under suspension of favorable personnel actions per AR 600-8-2.**
- g. The Soldier must take a current Army Physical Fitness Test within 6 months of the FTNDGMA order's start date.**

8. Accountability.

- a. The NGB-ARM established an ADOS calculator that accounts for all operational support time of AFNG Soldiers, including T10 and T32 time. To ensure that Soldiers' operational support times are captured correctly, Statee are encouraged to use the ADOS calculator on the following Web site: <https://minuteman.ngb.army.mil/default.asp>.**
- b. In accordance with NDAA 2005 and OSD guidance, if a Soldier's ADOS-RC or FTNGD-OS orders specify a period greater than 3 years, the Soldier will also be counted against AGR end-strength effective the first day of the Soldier's orders. A Soldier on ADOS-RC or FTNGD-OS orders specifying a period less than 3 years will be counted against AGR end-strength effective the date on which the Soldier's**

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cumulative period of OS service exceeds 3 cumulative years within the previous 4-year period (1,095 cumulative days out of the previous 1,460 days).

c. Soldiers on operational support duty will count against the operational support ceilings, regardless of the durations of the duty.

d. The ARNG Soldiers performing operational support duty will not count against the controlled grades (E8, E9, O5, or O6) for their respective States or Territories.

e. The cumulative periods of ADOS and FTNGD-OS performed by the member exceeding 1,095 days (3 years) in the previous 1,460 days (4 years) are accountable against AD strength (active component or AGR end-strength, consistent with pay appropriations) when the 1,095-day threshold is crossed, pursuant to 10 USC §115. This is a rolling 4-year window that looks back at the most recent 1,460 days. All operational support duty performed after 28 October 2004 counts toward this requirement. Military service performed in other components is not counted. Reserve component Soldiers who exceed either of the following limits will be included in both the operational support strength and the AGR end-strength ceilings. Soldiers who will serve on FTNGD-OS for more than 1,095 days in the previous 1,460 days require a General Officer letter of acknowledgement to ensure their respective States or Territories realize the Soldier will count against AGR end-strength.

f. Reserve component members performing FTNGDMA duty will continue to be managed as Guard members while performing FTNGDMA duty.

g. Reserve component officers and warrant officers performing operational support duty will not be placed on the Active Duty List, regardless of the durations of the active duty for operational support. They will remain on the Reserve Active Status List and compete for promotions with other reserve component officers and warrant officers.

h. Reserve component enlisted members will continue to execute their reserve component enlistment or reenlistment contracts.

i. The NGB-ARM office will coordinate with DCS, G1 (DAPE-ORS and DAPE-MPE) annually to verify the yearly ceiling for operational support.

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9. Reporting Requirements: NGB-ARM will submit a monthly OS report to the DCS, G1 (DAPE-PRS & DAPE-MPE) on the 15th of every month and will report OS personnel numbers as of the last day of the previous month (e.g., the 15 November 2008 OS reports will provide OS personnel numbers as of 31 October 2008). The monthly OS reports from NGB will address the following:

a. The NGB OS report will identify the total number of Army National Guard/Army National Guard of the United States Soldiers who are:

- (1) serving on ADOS-RC orders and not counted against AGR end-strength;**
- (2) serving on ADOS-RC orders and counted against AGR end-strength;**
- (3) serving on FTNGD-OS orders and not counted against AGR end-strength;**
- (4) serving on FTNGD-OS orders and counted against AGR end-strength.**

b. The NGB-ARM office will also provide DCS G1 (DAPE-PRS) with the following data for each Soldier on OS orders:

- (1) SSN and component of record;**
- (2) Start and end dates of current OS orders;**
- (3) Indication of whether the OS orders are for more than 1,095 days such that the "3-year rule" applies;**
- (4) If the OS orders are for 1,095 days or less, the total number of completed OS days that count toward the 1,095-day limit of the "3-out-of-4-years" rule; and**
- (5) Indication of whether the OS orders were issued based on the Soldier's sanctuary, retiree recall, or voluntary medical hold status.**

10. Coding.

a. The DA Form 1379 will be coded to give constructive credit for Inactive Duty Training (IDT) and Annual Training (AT) attendance.

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b. For accounting purposes, Soldiers will have a Basic Active Service Date established in the Retirement Point Accounting System and the Total Army Personnel Database.

c. The active status program designator code of "R" will be used to identify FTNGDMA Soldiers in SIDPERS.

11. Orders:

a. Orders for ADSW and FTNGDSW will no longer be issued. States will amend all ADSW or FTNGDSW orders issued on or after 28 October 2004 to identify the duty category as FTNGD-OS. All amendments will be accomplished NLT 120 calendar days after the date of this memorandum and the order issuing authorities will report completion of this requirement to NGB-ARM.

b. The following statement will be added to the "additional instructions" portion of all FTNGD-OS orders: "Upon application, Soldiers are responsible to provide a full and accurate accounting of all active duty or full time National Guard duty served before entry on FTNGD-OS. Failure to do so may result in early termination of orders. Soldiers may submit DA Form 1506, Statement of Service – For Computation of Length of Service for Pay Purposes, to satisfy this requirement."

c. An order will not be broken or divided for multiple periods to avoid paying for typical nonduty days (e.g., weekends or holidays).

d. An order will not be broken or divided for missions over 179 days to provide temporary duty entitlements.

e. An order will not be issued for extended periods if it is known that the Soldier will need to have his or her order curtailed during the tour.

f. An order will not be broken or divided for a Soldier who voluntarily performs IDT or AT.

g. Commanders must have an FTNGDOS order curtailed when involuntarily ordering a Soldier to attend AT, IDT, and/or schools.

h. The following statement will be annotated on all FTNGD-OS orders: "This Order is Subject to the Availability of Funds." Orders will not extend beyond appropriated funds.

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i. Orders will be produced for the duration of the requirement which has been validated by appropriate officials, not to exceed 3 years or 1,095 days out of 1,460 days, and will be contingent upon funding and continuation of the job position.

j. The FTNGDMA Soldiers on orders for more than 180 days will take the Army Physical Fitness Test twice a year and will follow State AGR FT policies.

12. Drill:

Full Time National Guard Duty Mobilization Augmentee Soldiers are substitutes for mobilized AGR Soldiers and units may find it necessary for these Soldiers to voluntarily attend IDT or AT. Regarding voluntary attendance, a commander may authorize a Soldier to attend AT or IDT provided the member meets the following prerequisites:

a. The Soldier agrees to attend AT or IDT as part of the contract of coming on FTNGD-MA orders. Upon hiring, a memorandum of understanding will be submitted with the tour packet to ensure the Soldier and unit commander establish the intent for AT or IDT participation.

b. The FTNGDMA mission will take precedence over IDT or AT to ensure that the mission is completed as funded and fiscal responsibilities are met (e.g., voluntary attendance will occur during regularly scheduled days off).

c. The Soldier is within commuting distance as defined in the Joint Federal Travel Regulation U3500b.

d. The Soldier will not receive additional military pay compensation other than bonuses.

13. Application Packet. The following documents are required for all tour packets:

a. **Cover Letter.** A Soldier's tour application packet must include a cover letter signed by the State HRO. The letter is required to ensure that the packet is in compliance with the provisions of this memorandum. Soldiers who will exceed the 1,095 day rule will require a General Officer letter of acknowledgement. Two sample letters are provided as enclosures 1 and 2. The first letter is for FTNGD-OS tours that are approved at the State level and do not require a DARING waiver. The second letter is for waivers that must be approved by the DARING.

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b. DA Form 1058-R, Jul 93. All applicants must have a DA Form 1058-R verifying that the information indicated on the form is correct signed by the unit commander, records custodian, HRO or AGR Manager, and applicant. To prevent delays in processing tour requests, applicants must fill out all applicable items. This form will be retained in the Soldier's Official Military Personnel File.

c. NGB Form 1058-1R, 1 August 2004. This form, a checklist for determining the approval authority for ARNG Soldiers serving on FTNGD long and short tours other than AGR, is required for all DARNG waiver requests.

d. Retirement Point Accounting Statement (RPAS) (NGB Form 23A). This form provides a summary of all points credited towards retirement from the first entry date into military service through the last Retirement Year Ending date anniversary. It is used to determine total active service (AS). Failure to disclose pertinent information that is not coded on this form may be grounds for release from the program.

e. Orders Query. This document is used to determine the last 31-day break in orders for purposes of determining separation pay.

f. Medical. Medical Operation Data Systems (MODS). Printout of the Soldier's Individual Medical Readiness (IMR) record.

g. Army Physical Fitness Test Score Card (DA Form 705). This form is used to validate the height and weight of a Soldier and a flagging action. Soldiers must meet the height and weight requirements IAW AR 600-9. If a Soldier is not in compliance with the Army Weight Control Program, a DA Form 5500/5501 (Body Fat Worksheet) must be submitted.

h. Security Clearance. Verification of security clearance (if applicable to assignment).

i. Statement of Service (if applicable). This document will be used for computation of length of service for pay purposes (DA Form 1506). The Soldier must accurately account for all prior active service when applying for FTNGD-OS. Failure to do so may result in early termination of FTNGD-OS.

14. Medical Requirements.

For tour consideration, Soldiers must meet the medical retention standards IAW AR 40-501, chapter 3. Submission of medical documentation as part of the FTNGD-OS

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packet is no longer required. The Medical Protection System (MEDPROS) will be used to access individual medical readiness status of the Soldier. MEDPROS provides the current status of the following: immunizations, DNA, HIV, dental readiness classification, periodic physical exam, and medical and limited duty profiles. To ensure compliance of the Chapter 3 medical retention standards of the FTNGD-OS program, the Soldier's MEDPROS IMR report must be reviewed by the Soldier's parent unit to ensure that the medical requirements listed below are met prior to submitting the application packet. If these standards are not met, the unit must provide all original medical documents to their respective State medical detachment personnel to update MEDPROS. At a minimum, the Soldiers' IMR report must reflect the following information or the packet will be returned to the organization requesting the tour without action. The Periodic Health Assessment (PHA) has replaced the requirement for the periodic physical examination Soldiers received every 5 years as well as the Annual Medical Certificate for all reserve component Soldiers. Soldiers will be required to see a provider annually to determine the current health condition as well as the current deployability status.

a. Physical Health Assessment.

b. Human Immune-deficiency virus (HIV) showing "green" in MODS. RC personnel shall be required to have a current HIV-1 test within 2 years of the date called to AD for 30 days or more.

c. Pregnancy test showing NEGATIVE results. Pregnancy testing is required within 15 days of start of orders IAW AR 40-501, chapter 10. This regulation advises that pregnancy is a disqualifying factor for entry on any duty greater than 30 days and for tour renewals. The unit will monitor this requirement and immediately notify the HRO if the results are positive. If orders have been published, the order will be amended and will not exceed 30 days.

d. A Soldier with permanent 3 or 4 in the PULHES who meets the medical retention standards as outlined in AR 40-501 must have completed an MOS Medical Retention Board (MMRB) IAW AR 600-60 in order to apply. The MMRB must state that the Soldier is recommended to be "retained in his/her current primary MOS."

15. Soldiers on orders for more than 30 days with medical conditions.

a. A Soldier who is later identified as having a preexisting medical condition that prevents him or her from meeting medical retention standards is required to undergo Medical Evaluation Board (AR 40-400)/Physical Evaluation Board (AR 635-40)

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(MEB/PEB) processing prior to REFRAD. In certain circumstances, Soldiers can be placed on medical hold, receive treatment, returned to duty, or processed through the Physical Disability Evaluation System (PDES).

b. A Soldier who develops a medical condition which prevents him or her from meeting medical retention standards IAW 40-501 will be referred to the PDES IAW AR 40-400 and AR 635-40. Any Soldier who is in the PDES process is not able to apply for full-time duty.

c. Any Soldier who becomes pregnant while on tour may volunteer for continued duty, but the needs of the ARNG determine continued service. The Soldier will be counseled IAW AR 135-91, chapter 4, section V. The ARNG may have the Soldier REFRAD. The Soldier may seek medical care as a Former Female Member as outlined in AR 40-400.

16. **Leave Entitlements.** Soldiers are entitled to leave based on the guideline established in accordance with AR 600-8-10, Personal Absences, Leave and Passes, 15 February 2006.

a. Sponsors must ensure Soldiers are afforded the opportunity to take leave during the course of their orders or amendments. Soldiers can opt to sell their leave if there is a one-day break or more in their tours, up to a total of 60 days of leave during the course of their military careers. If there is a break of at least one day between FTNGD-OS tours, the Soldiers will NOT be able to roll over their leave days to the new tours. Soldiers must sell their unused leave unless they have already sold 60 days during their careers, in which cases the leave will be lost.

b. **Loss of Leave:** Accrued leave that exceeds the maximum days allowed per fiscal year will be lost on 30 September, unless a Soldier requests to sell it.

17. **Early Release Procedures.**

a. **Voluntary early release.**

(1) A Soldier may request early release from FTNGD-OS. Requests will be in writing, will set forth the reasons for the request, and will be forwarded through the supervisor, program manager, and the HRO to the State AG for final action. The State AG's decision will be final.

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(2) In lieu of involuntary early release from FTNGD-OS, a Soldier may submit a request for voluntary early release. The request will be forwarded through the FTNGD-OS chain of command or supervisor to the State AG. If the State AG approves the request, then the action to involuntarily release the Soldier will cease.

b. Involuntary early release. The FTNGD supervisor or program manager is required to release a Soldier involuntarily when incidents arise and cannot be corrected. Separation regulations will be used as guidance. A Soldier will be notified in writing of the release date. A Soldier will receive a minimum of 15 calendar days notification prior to his or her release but will be released upon the termination date of his or her tour if that occurs first. The Soldier will be allowed 5 working days for rebuttal or comment. Any information added to the recommendation after the rebuttal period must again be referred to the Soldier for rebuttal or comment. The initiating supervisor or program manager will forward the recommendation together with the Soldier's rebuttal or comments through the chain of command or supervisor to the State AG for final action. If the State AG decides to release the Soldier, the Soldier will be released within 30 calendar days of notification of the decision or on the termination date of the tour, whichever occurs first. The traditional unit will be notified. The following may be grounds for involuntary early release:

(1) The Soldier's conduct, degree of efficiency, or manner of performance is seriously deficient. As applicable, commanders and supervisors will ensure that the Soldier receives sufficient training to perform in his or her position and, IAW AR 40-501, that the Soldier is assigned to military duties commensurate with that Soldier's physical profile so that the Soldier's physical limitations do not jeopardize mission accomplishment.

(2) Funds available for FTNGD-OS tours are curtailed.

(3) Soldier's rank/pay grade is reasonably inappropriate for the FTNGD-OS task(s) he or she is performing.

(4) A change in mission requirements results in no further need for utilization of the Soldier's skills/pay grade.

(5) Soldier is assigned to a position that would cause a "grade inversion" where the supervisor is junior in military grade to the supervised.

(6) Failure of the Soldier to disclose pertinent information.

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18. Separation Documents.

a. DD Form 214, Certificate of Release or Discharge from Active Duty, will be issued on release from a period of 90 days or more of FTNGD-OS.

b. DD Form 220, Active Duty Report, will be issued on release of less than 90 days of FTNGD-OS.

19. Waivers:

Waiver requests for FTNGD-OS will be sent through command channels to Director, Army National Guard (DARNG) ATTN: NGB-ARH-H, 1411 Jefferson Davis Highway, Suite 3900, Arlington, VA 22202-3231 for the waiver actions listed below. Requests must arrive at least 45 days in advance of the tour start date or they will be returned without action

a. Separation Pay. Soldiers who have completed four or more continuous years of AS (includes service from other components) should not be considered for a FTNGD-OS tour without having at least a 31-day break in service following their last FTNGD-OS or ADOS tours. A Soldier who has completed 6 or more continuous years of AS is entitled to separation pay computed under 10 USC §1174. Qualification for separation pay is negated when at least a 31-day break in service is sustained prior to completion of the sixth year of continuous AS. For purposes of this paragraph, a period of active duty is continuous if it is not interrupted by a break in service of more than 30 days. Separation pay is funded from the State Operating Budget for Soldiers other than Counterdrug and will be deducted from the fund cite account for which the Soldier was performing duty at time of separation. Separation pay will not be deducted from the AGR Open Allotment and must be funded from the State's existing funds. Separation pay will be recouped from the Soldier's retirement pay.

b. Sanctuary (18-Year Lock-In) Waiver. Soldiers will not be ordered to FTNGD-OS or offered follow-on tours that will place them within 2 years of becoming eligible for retired pay or retainer pay under a purely military retirement system unless approved by the DARNG. To monitor this requirement, a waiver must be requested from the DARNG for Soldiers who have 17 or more years of AS.

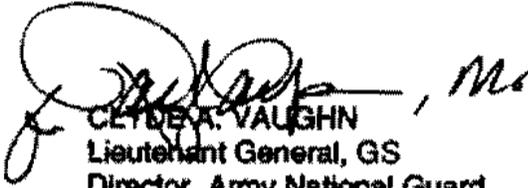
20. Rescission of policies. This policy memorandum rescinds the 21 April 2006 NGB-ARH Policy memo #06-023, subject: Guidance for Title 32 (T32) Full-Time National Guard Duty for Operational Support (FTNGD-OS) programs and the T32 Full-Time National Guard Duty Counterdrug program.

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21. The point of contact for this policy is COL David Sheridan, Chief, Personnel Policy and Readiness Division, at DSN 327-5904, 703-607-5904, or david.sheridan@us.army.mil.

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CLEYBER VAUGHN
Lieutenant General, GS
Director, Army National Guard

NGB-ARH

SUBJECT: Guidance for Full-Time National Guard Duty Mobilization Augmentee (FTNGDMA) Duty (NGB-ARH Policy Memo #09-009)

State Letterhead

Office Symbol

ddmmyy

MEMORANDUM FOR HRO

SUBJECT: Request for Full-Time National Guard Duty Operational Support (FTNGD-OS) Tour

1. The purpose for this memorandum is to request a tour of FTNGD-OS.
2. Upon receipt of State/DARNG approval, the following Soldier will be placed on orders from ddmmyy thru ddmmyy (#of days), subject to the availability of funds, per guidance for FTNGDOS.
 - a. Name/Grade/SSN: Last, First, MI Rank SSN
 - b. Mission: Administrative and Student Support (Example)
 - c. Last Break in Service of 31-days or more: 15 October 2008 thru 15 November 2008 (32 days) (Example)
 - d. Type Duty Code: 261 (Example)
 - e. M-Day Duty Position/MOS: Senior Personnel Specialist / 42A (Example)
 - f. M-Day Unit of Assignment: 82C10, HHS 1st Bn 145th FA, UTARNG (Example)
 - g. Justification: Rank, Name will provide administrative and clerical support for the 640th Regional Training Institute. Duties will include: (Example)
 - (1) In-processing student personnel into the Academy.
 - (2) Assisting students in acquiring required documents needed to meet prerequisites to attend school at the Academy.

NGB-ARH

SUBJECT: Guidance for Full-Time National Guard Duty Mobilization Augmentee (FTNGDMA) Duty (NGB-ARH Policy Memo #09-009)

3. The point of contact at this headquarters is the undersigned at (xxx) xxx-xxxx, DSN xxx-xxxx, or First.Last@state.ng.army.mil.

4. Encls

1. ARNG Form 1058-R
2. ARNG Form 1058-1R
3. NGB Form 23B, RPAS
4. Orders Query

FIRST, MI LAST

Rank, Branch, Organization

Title

NGB-ARH

SUBJECT: Guidance for Full-Time National Guard Duty Mobilization Augmentee (FTNGDMA) Duty (NGB-ARH Policy Memo #08-009)

State Letterhead

Office Symbol

ddmmyy

MEMORANDUM FOR Director, Army National Guard, NGB-ARH-H, 1411 Jefferson Davis Highway, Suite 3900, Arlington, VA 22202-3231

SUBJECT: Select from one of the following below—

SUBJECT: FTNGDOS Waiver Request for Performance of Duty Beyond 17 years

SUBJECT: FTNGDOS Waiver Request for Service Entitling Soldier to Separation Pay

1. The purpose of this memorandum is to request waiver for duty in the FTNGD-OS program.

2. Upon receipt of DARRNG approval, individual will be placed on orders from ddmmyy thru ddmmyy (#of days), subject to the availability of funds. This is a request for waiver to policy Guidance for Full Time National Guard Duty (FTNGD) for Operational Support (FTNGD-OS) performed pursuant to 32 USC §502(f)(2), other than Active Guard and Reserve (AGR) Duty/Counter-Drug (CD) (NGB-ARH Policy Memo #08-XX)

- a. Name/Grade/SSN: Last, First MI Rank SSN
- b. Mission: Administrative and Student Support (Example)
- c. Last Break in Service of 31 days or more: 15 October 2008 thru 15 November 2008 (32 days) (Example)
- d. Type Duty Code: 281 (Example)
- e. M-Day Duty Position/MOS: Senior Personnel Specialist / 42A (Example)
- f. M-Day Unit of Assignment: 82C10, HHB 1st Bn 145th FA, UTARNG (Example)
- g. Justification: Rank, Name will provide administrative and clerical support for the 640th Regional Training Institute. Duties will include: (Example)

(1) In-processing student personnel into the Academy.

NGB-ARH

SUBJECT: Guidance for Full-Time National Guard Duty Mobilization Augmentee (FTNGDMA) Duty (NGB-ARH Policy Memo #09-009)

(2) Assisting students in acquiring required documents needed to meet prerequisites to attend school at the Academy.

3. The point of contact at this headquarters is the undersigned at (xxx) xxx-xxxx, DSN xxx-xxxx, or first.last@state.ng.army.mil.

FIRST MI LAST
Rank, Branch, Organization
Title

4 Enclosures

- 1. ARNG Form 1058-R**
- 2. ARNG Form 1058-1R**
- 3. NGB Form 23B, RPAS**
- 4. Orders Query**